

Attachment 2 — The CAP Official Memorandum Style Letter

HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
25090 Altus Ave., Bldg# 1414, Room # 67
Selfridge ANGB MI 48045-4918

6 Jun 10

MEMORANDUM FOR GLR/DA

FROM: DA

SUBJECT: Format for Memorandum Style Letter (Your memo, 15 Mar 10)

1. Type or stamp the date on the right margin of the memorandum and on the third line below the last line of the letterhead. Indicate the date in the format of day, month, and year; for example, 6 Jun 10 or 6 June 2010.
2. Type the "MEMORANDUM FOR" caption in all caps (no abbreviations) or use abbreviated organizational code, office symbol, title, or name (all in caps). Enter multiple-addressees when you are sending the same memorandum to several offices. Use a new line for each addressee.
 - a. Type "ATTENTION:" or "ATTN:" or "THROUGH:" or "THRU:" in all caps, one line after "MEMORANDUM FOR" caption.
 - b. Align under addressee.
3. Type the "FROM" caption in all caps two lines below the last line of the "MEMORANDUM FOR" caption. The "FROM" caption should contain the full mailing address of the office originating the correspondence unless your letterhead reflects entire address.
4. Type the "SUBJECT" caption in all caps two lines below the last line of the "FROM" caption.
5. Begin typing the text flush with the left margin, two lines below the "SUBJECT" or reference. Number and letter each paragraph and subparagraph.

JOHN J. DOE, Major, CAP
Director of Administration

Attachments:

1. -----
2. -----

cc:

Distribution:

1st Endorsement

TO: MIWG/DA

Concur.

JOSEPH SMITH, Lt Col, CAP
GLR Deputy Chief of Staff, Administration